

Suspicious Substance Protocol

Standard Operating Guide



Revised Date: November 2015

The Arizona Department of Health Services Suspicious Substance Protocol SOG has been developed in partnership with:

Arizona Department of Public Safety
Federal Bureau of Investigation
Department of Emergency and Military Affairs - Arizona

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I. Purpose

The development of the suspicious substance operating guide is to outline the management of suspected terrorism or suspicious substance incident.

II. Scope

These guidelines have been developed to ensure joint coordination between law enforcement, local public health officials, first responders and state laboratory and public health emergency preparedness partners. This information is intended to assist in managing suspicious incidents in response to potential terrorist threats, incidents involving suspicious substances and/or addressing questions from the general public.

III. Situation Overview

The local jurisdiction shall establish a NIMS compliant **Unified Command System** and assume responsibility of the incident to include, where possible and appropriate, fire, police, public health and public works. Public Health decision-making is an important role and will be made through the Unified Command System.

The Federal Bureau of Investigation (FBI) is the lead investigative agency on all terrorism incidents or credible threats and will respond to all incidents of this type. While the FBI has the lead investigative role, the first response will generally come from the local jurisdiction.

The Arizona Department of Public Safety (DPS) will coordinate the deployment of state assets to assist the FBI or local jurisdictions. This will include DPS specialized support and other state assets to include the National Guard (see Item 22 below).

The Arizona Department of Health Services (ADHS) is the coordinating agency for public health emergency response in Arizona. In conjunction with the County Health Departments, this includes testing of suspicious material. If suspicious material warrants testing, material (letters, suspicious substance, etc.) must be processed for confirmation or identification at the Arizona State Public Health Laboratory. Currently, only LRN-accredited laboratories are authorized to perform terrorism related environmental testing. The 91st CST, at the request of the Unified Command, can use their mobile laboratory to perform presumptive field analysis (PFA). **All materials from suspected incidents of terrorism must be handled as criminal evidence.** Materials delivered to the Arizona State Public Health Laboratory may be tested as requested by the following agencies; Public Safety (which includes FBI, DPS, and local law

enforcement), local emergency responders, and local/state public health as the need is determined.

Note: ADHS, DPS, and FBI recommend against the use of commercial hand-held assays by first responders to evaluate and respond to an incident involving suspicious substance suspected of being anthrax or other biological agents.

Biological agent field test kits are, at this time, not sufficiently accurate for on-scene decision making in the field, due to both false negative and false positive results associated with field assays.

Evidence/samples should be screened by first responders before submission to the LRN laboratory. The screening should consist of, at a minimum, explosives, radiation, and volatile organic compounds. First responders should provide results of the screening to the LRN laboratory upon submission.

Note: To date, there have been no examples of biological exposure where decision-making cannot wait for the results of validated laboratory procedures.

IV. Concept of Operations

A. Protocol

1. A suspicious item is identified. Contact the local emergency response system (911) to inform them of the incident and request their response.

B. Initial Precautions

1. If a package is suspected to contain an explosive device, it will be handled and dealt with as one entity. Personnel trained in explosives ordnance will be required to respond to suspicious packages to evaluate and render them safe prior to examination by hazardous material trained technicians. Requests for DPS Bomb Technicians will be routed through the DPS Duty Officer at 602-223-2212 on a 24/7 basis.
2. Upon notification of a **terrorist threat or incident**, the local **Unified Command**, having jurisdiction, should respond, following local protocols, contact the FBI, and control access to the site.

3. Limit the number of persons exposed (limit handling) to the suspicious item. Do not directly handle, touch, smell, or otherwise closely inspect any suspicious substance or other unknown substance without donning proper personal protective equipment (see Item 9 below).
4. Use the appropriate level of personal protective equipment for emergency workers during containment and collection, as defined by Hazardous Materials technicians.

C. Conduct Threat Assessment

1. Not all reports of suspicious substances will be legitimate threats. Confirm that there is a legitimate threat or a suspicious substance on site by conducting a threat assessment in partnership with public health. Appropriate response officials (local law enforcement, technical HazMat, DPS, and/or FBI) are responsible for conducting a threat assessment and involve public health when determining a need for testing of suspicious biological and/or chemical substances. Not all responses will require testing, and not all samples collected will be given priority testing status.

Major considerations for “**High Priority Testing**” include high profile targets or venues, associated threats, or known intelligence information.

Considerations for “**Medium to Low Priority Testing**” may include a visible or unknown substance, an unusual circumstance, and instances with no logical explanation for the events/circumstances.

If requested by law enforcement, samples will be held without testing, pending further investigation. However, testing can always be conducted, if requested by one or more of the following agencies; DPS, ADHS, FBI, local emergency responder, or local health department.

D. Contact Health Department

1. Contact your local/county public health or the Arizona Department of Health Services. The health risk assessment and decision-making process for decontamination, testing and treatment is the responsibility of a **Unified Command** that includes public health. **Note:** *Tribal entities*

should notify the local/county public health department in which the incident occurred.

- a. On scene incident command should notify their local public health department if:
 - there is a perceived risk to public health
 - there is potential or belief that the sample might be sent to the Arizona State Public Health Laboratory for testing
 - individuals have been exposed to the suspicious substance
- b. Once notified, the local public health department will assist unified command with:
 - arranging consultation with subject matter experts to assess health risks to the public
 - establishing the determination of need and priority of laboratory testing for suspicious substances
 - coordinating additional protective actions such as dispensing of medical countermeasures
 - implementing risk communications to the public at large
 - following up with exposed or potentially exposed individuals
 - monitoring relevant mid or long term health impacts

To contact your local/county public health department see “Section K” within this guide for a list of phone numbers and email. To contact the Arizona Department of Health Services during Regular Business Hours call M-F/ 8 AM to 5 PM at 602-364-3289 or the ADHS EPI On-Call at 480-303-1191 (after hours contact).

E. Obtain a TIPS Number

1. To obtain a “TIPS Number”, the local agency should immediately notify the AZ DPS Duty Officer (DO) at **602-223-2212** (the DO will contact ACTIC), or, if appropriate, the local agency can contact the Arizona Counter Terrorism Information Center (ACTIC) directly at **602-644-5805**. **Note:** *The DPS DO and ACTIC Watch Center Lead often are the same individual.* Requesting a “TIPS Number” will include providing information regarding the suspicious incident/potential case (an

emphasis will be placed on ensuring local public health has been contacted). DPS DO/ACTIC provide the “TIPS Number” and the DPS DO notifies the FBI of all samples issued obtained a TIPS Number designated to route to the Arizona State Public Health laboratory. **All samples designated to be taken to the Arizona State Public Health Laboratory (ASPHL) for testing must have a “TIPS Number.”**

2. Ensure advanced contact is made with the ASPHL in order to communicate the estimated time of the sample(s) arrival. For after hours or weekends use the ASPHL emergency contact number 480-303-1676.).

Note: *The “TIPS Number” replaces the previously issued “Watch Log Entry Number” (WLE) or the FBI “PX Numbers.”*

If the local agency does not have the resources to respond to the incident, the local agency should contact the DPS Duty Office (DO) and ask for a “hazardous materials response to a suspicious substance incident,” or contact the ACTIC Watch Center at 602-644-5805 for assistance. (DPS DO M-F 0800 - 2300 via #**602-223-2212**) (ACTIC M-F 0800-2300 via #**602-644-5805**).

3. Currently, the Arizona State Public Health Laboratory (ASPHL) is operational during normal work hours (0800 to 1700 hrs) M-F (business hours phone number below). For after hours or weekends use the ASPHL emergency contact number 480-303-1676.

Arizona State Public Health Laboratory

250 N. 17th Ave.
Phoenix, AZ 85007
602-364-0999 (BT Lab)
480-303-1676 (after-hours)

4. If the FBI receives the call directly; the FBI will notify ACTIC at **602-644-5805** to assist incident management in aligning with these suspicious substance management guidelines. DPS will then notify the appropriate local law enforcement agency for first response and to facilitate issuance of the TIPS Number (control number).

F. Sample Preparation and Transport

1. The suspicious item must be double bagged and placed in a sealed container such as “one gallon” paint can or sealed protective hard package.

***Note:** If you are going to exceed this size requirement, special arrangements need to be made with the State Public Health Laboratory prior to transporting/shipping the sample. All items collected are to be treated as evidence and must follow the Chain of Custody. Each item of evidence must have a completed property and evidence form that lists the agency name and phone number, officer’s name, victim, other parties involved and description of the evidence to be examined.*

2. The local law enforcement agency is responsible for arranging transport and maintaining chain of custody of the sample to the Arizona State Public Health Laboratory, which may involve DPS transport assistance. The Arizona State Public Health Laboratory requires a submittal form for each sample to be tested. These forms are available from the laboratory (See Appendix D). Ensure that the sample delivery is accompanied with a completed submittal form or at least all the required information so that it may be filled out upon arrival at the laboratory.
3. The submitting agency’s contact information must be provided on the submittal form. The submitting agency is the agency that is handling the incident, requires laboratory notification of the results, and will be responsible for providing notification of the lab tested results to all parties involved in the incident.

G. Arizona State Public Health Laboratory Testing – Priority and Results

1. The Arizona State Public Health Laboratory analyzes all submitted samples that have ACTIC TIPS Number(s). Inform the Arizona State Public Health Laboratory of a sample(s) arrival time as early as possible in the process. Prioritization on testing of samples is based on the threat assessment. If necessary, local public health, DPS or FBI may determine testing priority type and extent of testing and notify the Arizona State Public Health Laboratory.

2. The Arizona State Public Health Laboratory is responsible for developing and maintaining the testing methodology. The laboratory will analyze high priority samples in a timely manner, sometimes involving after duty hours testing. If an agency obtains low priority evidence after duty hours, the agency should store the evidence in its agency evidence storage. An ACTIC TIPS Number will normally be issued during business hours, if not a call back number will be required so that the TIPS number may be issued the next business day
3. The Arizona State Public Health Laboratory will coordinate simultaneous notification to the submitting agency, local public health, and ADHS Bureau of Public Health Emergency Preparedness. Samples will not be returned from the laboratory directly to individuals; however, the submitting agency should contact the Arizona State Public Health Laboratory during normal business hours, at **602-364-0999** to arrange for the release of evidence for pick-up, or for the destruction of evidence.

H. Public Health Considerations:

1. Collect the names and contact information of those exposed to the product on scene.
2. In the case of a suspicious substance or substance incident, where someone simply opened a letter claiming to contain a suspicious substance, **full decontamination may not be warranted**. Concerned “patients” should be instructed to thoroughly wash their hands with soap and water. If they touched their face or other body parts after examining the unknown product, they should wash that surface as well. The contact mitigation practices and clean-up advice from public health officials would rarely involve full removal of clothing and personal items.
3. Public health through the ***Unified Command System*** is responsible for the education of all exposed persons, putting risks into perspective, and de-escalating the situation, if possible. In addition to appropriate infection control precautions (see Item Number H-2 above) emphasis should be placed on public education directives such as incubation periods and sampling results time frames.

4. Health officials will evaluate the need for initiation of antibiotic prophylaxis. In almost all circumstances, **the decision to initiate prophylaxis can be delayed** until the presence or absence of biological agent is determined by laboratory testing. The decision on prophylaxis will be made by the Unified Command System, to include public health officials.

I. For Hospitals

1. If a patient, who claims to have been exposed to a suspicious agent, is seen at an emergency department, please contact your local emergency response system (911) immediately. Extreme measures such as decontamination, **clinical** sample collections, prophylaxis, and/or **emergency room shut down are not warranted** (except for decontamination of **gross contamination**). Public health will coordinate with public safety agencies to ensure collection and testing of any remaining specimens. If the patient brings the material to the emergency department, place the material in a sealed plastic bag and call your local law enforcement to collect the sample for threat assessment and transport. If the patient has discarded the material, or it is otherwise not available, then a further assessment of the risks should take place between the attending physician and the local public health representative.

J. Hazardous Materials Response Assets and Activation

1. There are three primary resources available within the state of Arizona for hazard assessment, field characterization, agent sampling, and presumptive hazard identification /analysis of an unknown substance leading to evidence collection. They are the DPS Hazardous Materials Unit, FBI Hazardous Materials Response Team, and the 91st National Guard Civil Support Team.

DPS Hazardous Materials Unit (DPS-HMU) will function as the state response element to Hazmat incidents. DPS-HMU will respond to events for evaluations and for a determination of the need for additional State/Federal/Private sector resources. Upon the determination of a terrorist-related incident/accident or suspected terrorist incident

involving hazardous materials, the law enforcement agency having jurisdiction, will be responsible for crime scene assessment and the collection and custody of evidence. The collection and custody of evidence should be handled by law enforcement personnel, specifically trained in evidence recovery operations associated with chemical/biological/ radiological agents. The FBI will assist and support local law enforcement in the aforementioned proceedings.

ACTIVATION: DPS-HMU can be notified by contacting the ACTIC Watch Center at 602-644-5805 or ACTIC@AZDPS.gov.

The FBI Hazardous Materials Response Team (FBI-HMRT) has a two-fold mission. The first aspect of this mission is to make an initial assessment of a potential criminal hazmat or WMD event. To make sure that public safety concerns are adequately addressed, this assessment is best carried out in cooperation with a certified Local/State/Federal hazmat team. The second aspect of this mission is to document, preserve, and collect evidence in a hazardous environment in accordance with FBI procedures. If the incident is determined to have a Federal nexus or if the Incident commander requests assistance, FBI Hazardous Materials Response Team (HMRT) can be utilized. Utilization of the FBI HMRT can be coordinated by contacting the FBI WMD or Assistant WMD Coordinator. FBI HMRT may respond in conjunction with the CST or local HMRT response.

ACTIVATION: The FBI-HMRT can be requested by contacting the Phoenix WMD Coordinator through the FBI Phoenix Operations Center at 623-466-1999.

The National Guard Civil Support Teams (CST) are trained and equipped to rapidly respond to WMD events by request when the incident exceeds the capabilities of state or local emergency response personnel. The CST can assess suspected WMD attacks, advise civilian responders on appropriate actions through on-site testing and expert consultation, and can facilitate the arrival of additional state and federal military forces. The CST is not trained in evidence collection; however, the CST can produce a chain of custody and provide samples to the ADHS Public Health Laboratory. If called, the CST will respond to appropriate requests

for assistance, but will immediately notify the DPS Duty Officer. DPS may respond, in conjunction with the CST, if warranted.

If the Incident Commander requests testing, the CST will conduct all-hazards testing (chemical, biological and radiological) on-scene, within the limitation of their mobile laboratory. At the discretion of the Incident Commander, samples will go to the ADHS Public Health Laboratory for evidentiary testing. CST will collect samples only under the discretion of the on-scene Incident Commander. The Incident Commander will ensure the law enforcement chain-of-custody is maintained.

ACTIVATION: The 91st CST can be contacted by calling the following numbers 602-267-2953 (office), 602-909-2308 (cell 1) or 602-909-3012 (cell 2).

K. For More Information:

Resources, Arizona Local Public Health 24-hour Numbers, Additional Contacts

1. If you have any questions regarding these guidelines, please call the ACTIC Watch Center at **602-644-5805 or 1-877-2SAVEAZ**, or the Arizona Department of Health Services at **602-364-3289**. The Arizona Department of Health Services is responsible for the maintenance of these guidelines.
2. If you are interested in more information and resources regarding terrorism, you may access the following web pages:

Centers for Disease Control Bio-terrorism Web Page	http://www.bt.cdc.gov/
Arizona Dept of Health Services Bioterrorism Web Page	http://www.azdhs.gov/phs/emergency-preparedness/bioterrorism/
Arizona Division of Emergency Management Web Page	http://www.dem.azdema.gov/
Arizona Counter Terrorism Information Center Web Page	http://cid.dps.state.az.us/

3. Arizona County Public Health 24-Hour Numbers (After Hours Contacts)

Note: *In some counties, the numbers listed are their Sheriff's Office dispatch numbers; please specify the request to contact "public health."*

County	After-Hours Contact Number	Comments
Apache	928-333-3412, press 1	Northeastern Arizona Public Information System 311
Cochise	1-800-423-7271	
Coconino	928-255-8715	
Gila	928-402-1872	Sheriff's Office Dispatch
Graham	928-428-0808	Sheriff's Office Dispatch
Greenlee	928-865-4149	Sheriff's Office Dispatch
La Paz	928-669-2281	Sheriff's Office Dispatch
Maricopa	602-747-7111	
Mohave	928-718-4927	
Navajo	928-333-3412, press 2	Northeastern Arizona Public Information System 311
Pima	520-743-7987	
Pinal	520-866-6239	
Santa Cruz	1-877-202-0586	
Yavapai	928-442-5262	
Yuma	928-317-4624	

4. Additional Contact Numbers

Agency	Contact Number
DPS Duty Officer	602-223-2212
Arizona Department of Health Services/PHEP during Regular Business Hours—(M-F/ 8 AM to 5 PM)	602-364-3289
Arizona Department of Health Services/PHEP after business hours — EPI On Call	480-303-1191
Arizona Counter Terrorism Information Center (ACTIC)	602-644-5805
Arizona State Public Health Laboratory Regular Business Hours (M-F/ 8 AM - 5 PM)	602-364-0999
Arizona State Public Health Laboratory After-Hours	480-303-1676
FBI Phoenix Operations Center	623-466-1999
91 st Civil Support Team (CST)	Office: 602-267-2953
91 st Civil Support Team (CST)	Cell 1: 602-909-2308
91 st Civil Support Team (CST)	Cell 2: 602-909-3012

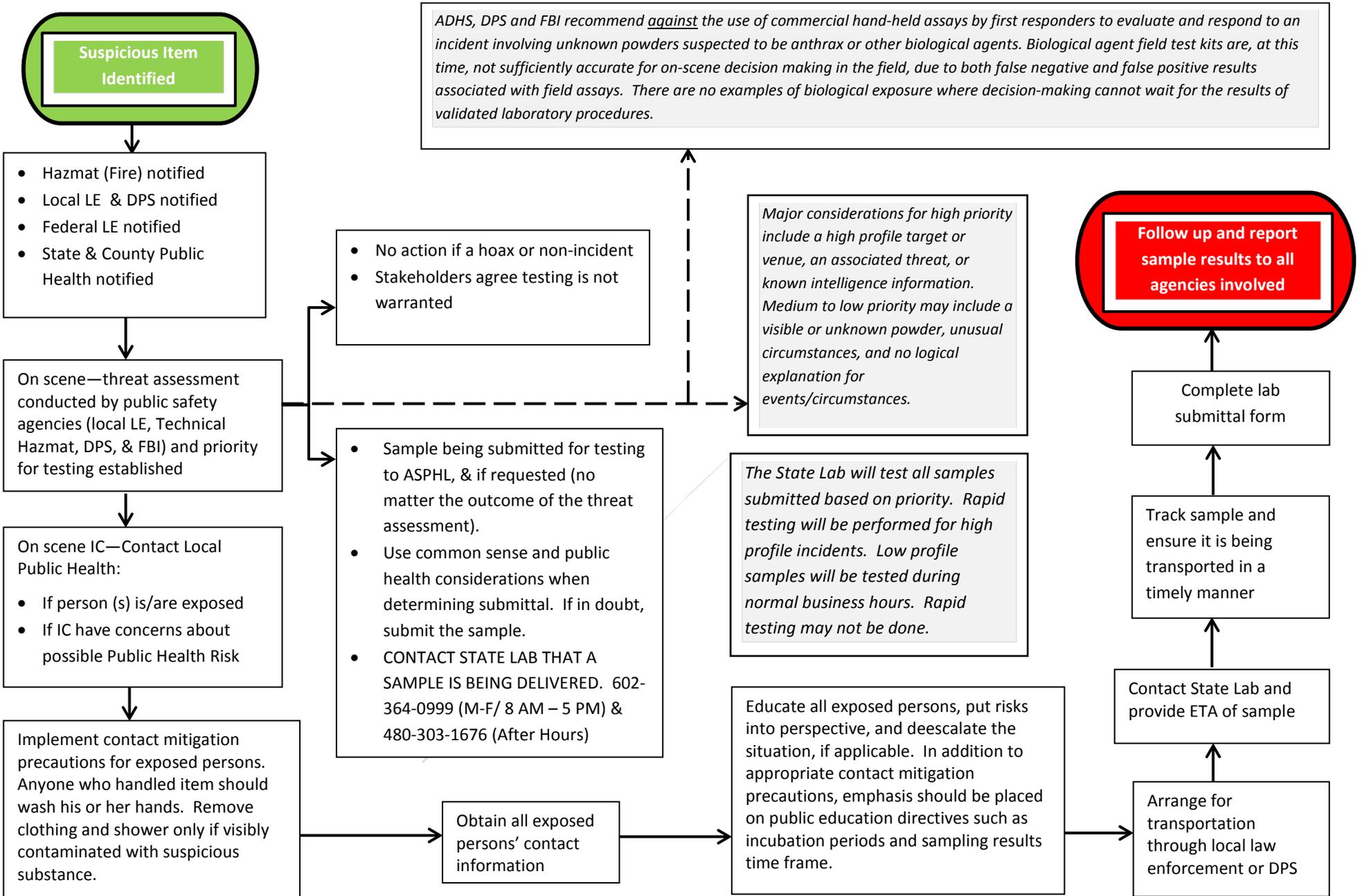
V. Appendices

APPENDIX A: Suspicious Substance Process Flow Chart

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Note: *The next page outlines the suspicious substance process flow.*

Suspicious Substance Process Flow Chart



APPENDIX B: Suspicious Substance Frequently Asked Questions (FAQ)s

1. Why does the Arizona Department of Health Services become involved?

Any incident that involves a suspicious substance could potentially be classified as a terrorist event. Under Arizona Revised Statutes ARS §36-782:

“The Governor, in consultation with the (ADHS) Director, may issue an enhanced surveillance advisory if the governor has reasonable cause to believe that an illness, health condition or clinical syndrome caused by bioterrorism, epidemic or pandemic disease or a highly fatal and highly infectious agent or biological toxin has or may occur or that there is a public event that could reasonably be the object of a bioterrorism event.”

However, “This article does not alter the department’s or a local health authority’s ability to monitor community health status or implement control measures for the early detection of communicable and preventable diseases otherwise allowed by law.”

During times in which there is not an enhanced surveillance advisory, according to ARS §36-624 and Arizona Administrative Code AAC R9-6-388, only a local health officer can issue a quarantine order, not law enforcement.

In addition, the (Arizona) State Emergency Response and Recovery Plan (SERRP), states that the Arizona Department of Health Services, Arizona Department of Public Safety and the Arizona Division of Emergency Management are the primary state agencies for a bioterrorism event. The primary Federal agency is the Federal Bureau of Investigation (FBI). These four agencies drafted the state’s “Suspicious Substance Protocol SOG” This document is maintained by the Arizona Department of Health Services.

2. What is a “Punch List” and how can this resource be used to help follow the recommended guidelines?

Within the ADHS Suspicious Substance Protocol – Standard Operating Guide there is a resource referred to as the “APPENDIX C: Suspicious Substance **Punch List** (Fillable/Printable (pdf) Process Guide).” A “Punch List” is a self-assessment guide listing items requiring immediate attention and outlining the protocol to correctly follow the appropriate protocols and guidelines. A completed punch list helps one validate the process was followed and documents information important to the suspicious substance incident management process.

3. Who determines if the substance needs to be tested by the State Public Health Laboratory?

Public Health in partnership with Public Safety, determines if the substance is to be tested. Public Safety—fire, and police conducts the threat assessment and close coordinates with Public Health. The Arizona State Public Health Laboratory is the only facility in the State that is part of the CDC’s Laboratory Response Network (LRN) and can perform confirmatory tests for a number of bioterrorism agents including anthrax. There is a matrix used by Arizona State Public Health Laboratory that assists public health in determining the rapidity at which the samples are tested. Depending on the circumstances, low priority samples, as determined by the law enforcement threat assessment may wait overnight to be transported or tested at the laboratory.

4. If ADHS Bureau receives a call and the State Lab has not been notified does ADHS or the Local Health Department Representative notify the State Public Health Laboratory?

In most cases, the Local Public Health Department Representative in conjunction with law enforcement should contact the State Public Health Laboratory, Bioterrorism Section to coordinate the type and number of sample(s) and approximate delivery time. All incidents begin as a local response, ADHS (Bureau) is available to provide technical assistance and support if needed.

5. Does DPS have to be the ones to transport the samples?

No, although the samples must have an ACTIC/DPS DO “TIPS Number” (case number) assigned before the laboratory will accept the sample; any government agency (most likely law enforcement) can transport the samples.

6. If the incident occurs at a state facility or federal facility; how is it managed?

This can vary and depends upon the incident. If the FBI becomes involved, ADHS may become the lead agency; however, handling of the incident may also stay at the local level, although DPS will still have the role of assigning a “TIPS Number” and most likely transport the samples to the Arizona State Public Health Laboratory.

7. How is a substance incident managed on tribal lands?

Although the tribal police may wish to handle the incident entirely including transport, they will still work with DPS DO to obtain a “TIPS Number” and (as in prior cases) coordinate with tribal police, collaborate with the appropriate Local Public Health Department

Representatives, and involve DPS to align with the submission guidance to effectively transport the samples to the Arizona State Public Health Laboratory.

8. (internally to ADHS) Who within ADHS should be informed of a suspicious substance incident/event during regular business hours?

- Assistant Director, Public Health Preparedness Services
- State Epidemiologist
- Bureau Chief of Public Health Emergency Preparedness
- Bureau Chief of State Laboratory Services
 - Assistant Bureau Chief – Public Health Microbiology
 - Assistant Bureau Chief – NBS/Chemistry

It is important to notify the positions listed above (an e-mail briefly describing the incident and status is acceptable) in the event that the Department Public Information Officer is contacted by the media to elaborate upon or describe the status of the incident.

9. How long does it take to test the samples?

If laboratory testing is for a full spectrum of agents, testing can take 4-6 hours, although prior to testing the preliminary gram staining can take as little as 1-2 hours. Some of the time is dedicated to setting up the testing; so accurate estimates of sample arrival can enhance the results time frame. **Note:** *Cultures of samples are held for 72 hours before the specimen is ruled out.*

10. Who receives lab test results and by which method? (e.g. e-mail, phone)?

The State Public Health Laboratory will send “**test results**” simultaneously to;

1. The submitting agency (after receiving notification from ASPHL it is the responsibility of the submitting agency to appropriately share these results onward as needed),
2. ADHS bureau representatives handling the incident, and
3. The local public health department within the jurisdiction of the impacted area.

Note: ASPHL test results will be shared via both phone and e-mail methods.

11. Who calls the Local Public Health Department Representative with the results? Does ADHS follow-up with an e-mail to internal ADHS personnel involved?

The ADHS Bureau is responsible for notifying the appropriate Local Public Health Department Representative (preferably by phone) in order to support situational awareness.

The Bureau also keeps their personnel involved in the incident informed of the results through e-mail.

12. When notifying the ASPHL “Emergency/Weekend and after-hours” line to whom within ADHS is notified?

The ASPHL emergency phone (weekends and after-hours) is 480-303-1676. This call down number sends cascading alerts to on-call personnel reaching the “laboratory management team” starting with the bureau chief, then the assistant bureau chiefs, and ending with the laboratory department chiefs.

13. Where can I find the appropriate contact phone numbers?

The ADHS Suspicious Substance – Standard Operating Guide contains the appropriate phone numbers and contact information (DPS Duty Officer, ACTIC, ASPHL, ADHS PHEP, and local public health) this guide can be downloaded from the ADHS website:

<http://www.azdhs.gov/phs/emergency-preparedness/response-plans.htm>

14. When receiving a call about an incident, what should be logged or is important to make note/written record?

Basic information to be entered in a log or noted for future reference includes:

- Caller contact information (date and time of the call, the name of the caller and their role/title/agency as well as a return phone number)
- The date, time, and location of the incident
- A brief description of the incident
- Actions taken
- Outcome of the incident

APPENDIX C: Suspicious Substance Punch List (Fillable/Printable (pdf) Process Guide)

Purpose:

This “Punch List” is a self-assessment guide to assist those involved in following the ADHS Suspicious Substance Protocol. The Punch list does not need to be submitted or transferred outside of individual use. The list is intended to facilitate the management of a suspicious substance incident that may potentially have an impact upon public health and is a process guide for those involved.

***Note:** The next two pages are the Suspicious Substance Punch List (Fillable/Printable (pdf) Process Guide).*

Fillable/Printable (pdf) Process Guide

Suspicious Substance Incident Management Punch List

Do you have a brief description of the incident?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency/Individual that notified you:		
Date:	<small>(dd-mmm-yy or 23-Nov-15)</small>	Time:
		<small>(hh:mm)</small>
Situation:		
Location:		
Anyone believed to have been exposed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Details:		
Has Law Enforcement conducted a threat assessment?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Results:		
Will samples be taken to the AZ State Public Health Laboratory?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has law enforcement obtained an AZ DPS Arizona Counter Terrorism Information Center (ACTIC) Watch Log Entry (WLE/Case Number)? <small>(ACTIC M-F 0800-2300 602-644-5805) (DO M-F 2300-0800 602-223-2212)</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No
WLE Number (required for ASPHL submittal):		
Which agency and individual is transporting the sample(s) to the Arizona State Public Health Laboratory (ASPHL)?		
Agency:		
Name (s):		
Contact Number (s):		
Has the Arizona State Public Health Laboratory (ASPHL) been notified by the submitting agency?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Fillable/Printable (pdf) Process Guide

Suspicious Substance Incident Management Punch List

Arizona State Public Health Laboratory (ASPHL) Contact Information:

250 N. 17th Ave, Phoenix, AZ 85007

Regular Business Hours (M-F/ 0800 - 1700)—602-364-0999

After-Hours On Call — 480-303-1676

Do you know the estimated Time to Arrive at ASPHL?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	<small>(dd-mmm-yy or 23-Nov-15)</small>	Time:	<small>(hh:mm)</small>
Has the internal Notification Protocol for your public health department been conducted?			
<input type="checkbox"/> State Public Health (BPHEP) <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> County Public Health <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who at State Public Health (BPHEP) has/have been notified?			
<i>Staff Name (s)</i>	<i>Phone #</i>	<i>Email</i>	
Who at Local Public Health Department (LPHD) has/have been notified?			
<i>Staff Name (s)</i>	<i>Phone #</i>	<i>Email</i>	
Do you know the anticipated Date/Time of ASPHL (laboratory) results?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	<small>(dd-mmm-yy or 23-Nov-15)</small>	Time:	<small>(hh:mm)</small>
Summary of Results:			
Are there any follow-up actions to take?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Follow-up Actions:			
Can this incident be closed-out?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	<small>(dd-mmm-yy or 23-Nov-15)</small>	Time:	<small>(hh:mm)</small>
Closing Comments:			

APPENDIX D: ASPHL Submittal Form (AZ Receipt of Property Form)

This form (AZ Receipt of Property) **must accompany all samples** submitted to the Arizona State Public Health Laboratory for testing. As a reminder, all suspicious substance submitted to ASPHL for testing requires a “TIPS number.”

Note: *The next page is the ASPHL Submittal Form (AZ Receipt of Property Form).*

ARIZONA DEPARTMENT OF HEALTH SERVICES
Bureau of State Laboratory Services

250 N. 17th Ave
 Phoenix Arizona 85007
 Phone: (602) 542-1188
 Fax: (602) 542-0760

LAB ID #: _____
TIPS #: _____

RECEIPT OF PROPERTY/SAMPLE SUBMISSION FORM

SUBMITTING AGENCY:		CASE ID:	DATE RECEIVED:
AGENCY STREET ADDRESS:		AGENCY CITY:	AGENCY PHONE NUMBER: ()
CASE OFFICER: (PLEASE PRINT)		BADGE NUMBER:	AGENCY FAX NUMBER: ()
Sample collection date:	Individuals exposed : <input type="checkbox"/> Yes <input type="checkbox"/> No How many: _____	Victim Name:	
DESCRIPTION OF PROPERTY: (IDENTIFYING NUMBER, QUANTITY AND TYPE)			

FIELD SCREENING INFORMATION	EXPLOSIVES	RADIOLOGICAL	CHEMICAL pH (WET)	CHEMICAL FLAMMABILITY (VOC)	CHEMICAL OXIDIZERS
Screening Performed	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Results					
Method/Device Used					
Performed by (Contact Name/Number)					

CHAIN OF CUSTODY				
FROM NAME (PRINT)	SIGNATURE	PURPOSE	TO NAME	DATE / TIME

RELEASE OR DESTRUCTION OF SPECIMEN(S)		
Upon completion of all requested testing the submitting agency and/or case officer will be contacted regarding the release or destruction of the submitted specimen described above. If desired the Arizona State Department of Health Laboratory will destroy the described specimen on behalf of the submitting agency. If destruction is desired, please complete this form and return it in person or by fax to (602) 542-0760. If the specimen is to be returned, please call (602) 542-1188 to make the necessary arrangements.		
Released specimens must be picked up in person and cannot be mailed.		
CONTACT DATE:	NAME OF CONTACT:	REMARKS:
<input type="checkbox"/> RELEASE	DATE / TIME:	AUTHORIZED SIGNATURE:
<input type="checkbox"/> DESTROY	PRINT NAME:	Initials and date destroyed:

APPENDIX E: Acronyms and Abbreviations

Acronyms or Abbreviation	Definition or Term
91 st CST	(National Guard) Civil Support Teams
ACTIC	Arizona Counter Terrorism Information Center
ADHS	Arizona Department of Health Services
ASPHL	Arizona State Public Health Laboratory
BPHEP	Bureau of Public Health Emergency Preparedness
BT	Bio-terrorism
CDC	Centers for Disease Control and Prevention
DEMA	Department of Emergency and Military Affairs - Arizona
DPS	Arizona Department of Public Safety
DPS DO	Department of Public Safety Duty Officer
DPS-HMU	Department of Public Safety Hazardous Materials Unit
FBI	Federal Bureau of Investigation
FBI-HMRT	Federal Bureau of Investigation Hazardous Materials Response Team
IC	Incident Commander
LE	Law Enforcement
LRN	Laboratory Response Network
LPHD	Local Public Health Department
NIMS	National Incident Management System
TLO	Terrorism Liaison Officer
WLE	Watch Log Entry
WMD	Weapon of Mass Destruction